



## New Jersey Department of Children and Families Policy Manual

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| Manual:     | DCF | DCF Wide   | Effective Date: |
| Volume:     | III | Administrative Policies  |                 |
| Chapter:    | C   | Information Sharing  | 7-30-2015       |
| Subchapter: | 1   | Information Sharing  |                 |
| Issuance:   | 300 | <b>Confidentiality of Domestic and Family Violence Information</b> |                 |

### I. Purpose

The purpose of this issuance is to establish policy pertaining to the disclosure of confidential domestic violence information.

### II. Scope

This policy applies Department-wide.

### III. Policy

- A. The Department of Children and Families (DCF) shall observe the confidentiality provisions in 42 U.S.C. 10406(c)(5) with respect to all information collected by the DCF.
- B. DCF employees shall not disclose personal identifying information collected on a service recipient, including persons receiving services via a State or Federally-funded grant program, to persons outside of DCF without the informed, written, and reasonably time-limited consent of that person, unless compelled by statute or court order.
- C. If disclosure is required by law or court order, the Department shall make reasonable efforts to:
  - Inform the person of the necessary disclosure, and
  - Protect the privacy and safety of affected persons.
- D. The Department shall not make public the address or location of any domestic violence shelter facility that otherwise maintains a confidential location, except

with written authorization of the person or persons responsible for the operation of that shelter.

**IV. Procedures**

None.